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ENG 1001G-006: Composition and Language

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ENGLISH 1001G-006: COMPOSITION AND LANGUAGE

SPRING 2004

MON/WED/FRI 12:00-12:50

COLEMAN HALL 3210 (LAB) and 3140 (CLASSROOM)

INSTRUCTOR: LEANN SMITH**OFFICE: CH 3744****OFFICE HOURS: MWF 11-11:50, 1-1:50 and by appointment****MAILBOX: CH 308****OFFICE PHONE: 581-6319****E-MAIL ADDRESS: cfls@eiu.edu****WWW ADDRESS: <http://www.ux1.eiu.edu/~cfls>****COURSE DESCRIPTION:** 1001G is a course in reading and writing of expressive, expository, and persuasive texts.

Attention is given to effective expression, clear structure, adequate development, and documentation of sources. Prerequisite: English 1000 or proficiency in basic skills as determined by the English Department.

GUIDELINES: Students who have an ACT score in English of 14 or below, or who have no test scores on file with the university, must pass English 1000: Fundamentals of English before enrolling in English 1001G. If you are not sure of your status, consult with the Director of Composition.**OBJECTIVES:** This course instructs students in:

- writing expressive, expository, and persuasive papers in which paragraphs, sentences, and words develop a central idea.
- writing papers that reflect a clear command of the recursive writing processes.
- writing focused, adequately developed paragraphs and sentences in standard written English that are direct, economical, free of ambiguity, structurally appropriate for the ideas expressed and suitable to the purpose of the text.
- developing the ability to evaluate and criticize their own and their peers' writing.
- developing the ability to understand and evaluate culturally diverse course materials that reflect historically, socially, and culturally relevant issues

REQUIRED TEXTS AND MATERIALS: Must be obtained before next class session.Kennedy et.al. The Bedford Guide for College Writers 6th Ed.Kennedy et al, The Bedford Reader 8th Ed.Fulwiler and Hayakawa, The Blair Handbook 4th Ed.Crump and Carbone, Writing Online 2000 Ed.

A standard college-level dictionary

A notebook/folder for class notes and ongoing papers/drafts/peer reviews, etc

A separate folder for use when turning in papers and accompanying materials.

COURSE REQUIREMENTS OVERVIEW: You will be required to write often both in and out of class, to read selections that may be assigned from the texts, to participate actively in classroom discussion and peer editing exercises, to refer individually to the handbook when necessary, to complete all classroom exercises and essays, and to attend all conferences when scheduled. You are also expected to keep track of **all** of your work—drafts, peer reviews, instructor comments, etc. Do **not** throw away anything!! You will submit to me a final writing portfolio that should include the final copies of the essays as well as **all** accompanying materials.**SPECIFIC REQUIREMENTS INCLUDE:****Essays:**You will be required to write and revise **four 3-5 page double-spaced, typewritten, evaluated but non-scored essays** out-of-class. With each essay, all accompanying materials (including but not limited to planning exercises, previous drafts, peer/group reviews, self-assessments and instructor comments) should be included. Additional guidelines for preparing these essays will be given throughout the semester. Additionally, you will be working on these drafts in class with peer groups gaining suggestions for revision. A draft of each paper is due at the beginning of class on the designated date (see course outline). After extensive work, you will present a draft of each essay to me in conference for which you will receive feedback and possible suggestions for further revision (again, see course outline for conference dates). Essays and their materials will be compiled into a final portfolio that will be submitted to me at the end of the semester.

Quizzes: Throughout the semester, I will announce quizzes. These are to be taken on the day they are assigned. If you are to be absent on the day a quiz is to be given, I will allow you to take it ahead of time. Pop quizzes may be given when necessary. **In no case can a quiz be taken after it has been given in class.**

Conferences:

Throughout the semester, I will schedule conferences so that you may meet with me and discuss the progress of each essay and any other concerns you may have. You **must** sign up and attend these conferences. At each conference, you will read me a revised/completed draft of your paper. I will then offer suggestions for revision if needed.

To earn the total possible conference points at each meeting, you **MUST** do the following:

1. Attend!!
2. Have a completed and polished draft in hand and read it to me.
3. Be able to show me substantial revisions (i.e. how and where you considered peer comments, what changes you have made and why...etc.)
4. Come prepared with questions and concerns about the draft.

****If you do NOT attend, you receive NO points, ONE absence, and NO feedback on your paper.**

****If you DO attend but DO NOT MEET THE ABOVE CRITERIA, a substantial number of points will be deducted from that conference.**

Due to the large number of students/conferences, I cannot allow conferences to be "made up" and, likewise, cannot allow conference points to me "made up". So, it is important that you sign up for a time that best fits your schedule and then make every possible effort to attend.

Planning exercises, peer reviews, self-assessments, course readings and other assigned activities: What may seem to you like "busy work" is all part of the writing process. These activities will be done both in and out of class with the purposes of guiding you through the writing and revising processes and aiding you in becoming a better, more conscientious writer and editor. Keep **ALL** of these materials, for they will be evaluated as part of your final writing portfolio.

Final Writing Portfolio: The portfolio will include the finished essays as well as all accompanying materials including but not limited to the above materials. Your final portfolio will also include a brief reflective piece on each chosen essay and a longer, more substantial "portfolio essay" that documents your growth as a writer. The portfolio is a final representation of your writing for 1001 and should be compiled and presented as carefully as possible. Additional guidelines for preparing the portfolios will be given later in the semester.

ATTENDANCE AND LATE POLICY: Since this course involves a great deal of class participation, it is essential that you attend classes and conferences alike. You are expected to attend every meeting and to be on time. Remember, if you are absent you are held responsible for the material covered in your absence. This includes any assignments given or collected. In other words, it is up to you to "get caught up." If tardiness or absences become excessive, your grade will be affected. I will allow 3 absences for whatever reason. **Each absence thereafter will result in a full letter grade reduction at the end of the course.** Likewise, if you are more than 15 minutes late for class, you will receive an absence.

Example: If you have a B average at the end of the course and 4 absences, you then have dropped to a C for the course. If you have a B average at the end of the course and 5 absences, you then have dropped to an NC for the course.

****I know that emergencies and unavoidable circumstances do arise, so please contact me as soon as possible so that we may discuss the nature of the absence.**

MAKE-UPS AND LATE PAPERS: Again, conferences may not be made up. Furthermore, in the event that you do not hand in the final portfolio by its due date, the portfolio grade will be lowered one full letter grade.

EVALUATION: You will complete an in-class diagnostic writing which will **NOT** be figured into the overall course grade. In all, you will be required to write and revise 4 essays out-of-class that will be evaluated. Quizzes will also be given at various times throughout the semester when deemed necessary. **Failure to complete all 4 essays and the final portfolio will result in a grade of N/C for the course regardless of point totals!** If you are curious, nervous, frustrated, overwhelmed, confused, or just plain ticked off, then I'm the one to talk to **FIRST!** Come see me to discuss your work, your grade, or any issue with me anytime.

A breakdown is as follows:

500 possible points

Conference Draft 1	25	Quiz 1	10	Class participation,	50	Final Portfolio	300
Conference Draft 2	25	Quiz 2	10	conference and class preparedness			
Conference Draft 3	25	Quiz 3	10	peer review, attitude, and			
Conference Draft 4	25	Quiz 4	10	overall effort shown			
		Quiz 5	10				

The course grade will be determined using the following scale:

100-90%=A

89-80%= B

79-70%= C

69% and Below=N/C

All essays will be assessed analytically according to the following 5 categories:

Focus

Organization

Development

Style, Mechanics, Grammar, Spelling and Documentation

Process (evidence of invention, peer editing, and revision) and Audience Consideration.

ENGLISH DEPARTMENT STATEMENT CONCERNING PLAGIARISM: Any teacher who discovers an act of plagiarism – "The appropriation or imitation of the language, ideas and/or thoughts of another author, and representation of them as one's original work" (Random house Dictionary of the English Language)—has the right and the responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignment of a grade of F for the assignment and a grade of N/C for the course, and to report the incident to the Judicial Affairs Office. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

INFORMATION FOR STUDENTS WITH DISABILITIES:

If you have a documented disability and wish to receive academic accommodations, please contact the Office of Disability Services at 581-6583 as soon as possible.

IMPORTANT FOR GRADUATION: In order to meet graduation requirements, all EIU students will be submitting essays for inclusion in a university-required electronic portfolio. ENG 1001 and ENG 1002 are both "writing centered" courses and one essay from either course **MUST** be submitted to this university portfolio. See me or your academic advisor if you have questions.

ADDITIONAL INFORMATION:

- Make sure that you save your work often (use RTF) and on more than one disk (preferably on three or more) to prevent loss of material.
- If you lose a disk, be sure to check the "lost and found floppies" box.
- Anyone who is found tampering with a computer and its set up or who is found using the computer for anything that is not course-related is subject to course dismissal.